

MEETING OF THE  
TRANSPORTATION AUTHORITY OF MARIN  
EXECUTIVE COMMITTEE

January 11, 2006  
2:00 PM



ROOM 324A, RUG ROOM  
MARIN COUNTY CIVIC CENTER  
3501 CIVIC CENTER DRIVE  
SAN RAFAEL, CALIFORNIA

**MEETING MINUTES**

Members Present: Peter Breen, Town of San Anselmo  
Steve Kinsey, Chair, Transportation Authority of Marin  
Joan Lundstrom, City of Larkspur  
Lew Tremaine, Town of Fairfax

Commissioner Members Absent: Al Boro, Vice-Chair, City of San Rafael  
Alice Fredericks, Town of Tiburon  
Cynthia Murray, Marin County Board of Supervisors

Staff Members Present: Dianne Steinhauser, TAM Executive Director  
Craig Tackabery, Assistant Director  
Kathleen Booth, Recording Secretary  
Nancy Whelan, Whelan Consulting

*Chair Steve Kinsey called the meeting to order at 2:10 p.m.*

**1. Approval of Minutes from December 7, 2005 Meeting**

The minutes from December 7, 2005 were approved without revision.

**2. Commissioner Comments**

Chair Kinsey announced two changes to the Agenda. Executive Director Steinhauser is still working on Human Resources Choices; therefore, item 4 is being dropped. Item 6, Debt and Investment Policy/Financial Advisor Procurement will replace it.

**3. Executive Director's Report**

ED Steinhauser stated she was awaiting a fact sheet being finished up by staff in the next few minutes regarding the Governor's Strategic Growth Plan. (fact sheet arrived). She began discussion on 3 elements:

1. Governor Schwarzenegger's Strategic Growth Plan
2. Administration's Budget Release
3. How the Governor's General Obligation (GO) bond proposal compares to Senator Perata's SB 1024 bond proposal

Regarding the genesis of projects for Marin in the Governor's bond proposal, ED Steinhauser stated Jeff Morales, former Caltrans Director, directed a study on transit use of carpool lanes several years

back. Completed this past July 2005, the California Bus Pool Project listed a number of High Occupancy Vehicle Lane improvements as well as Park and Rides to be developed around the State. The Report identified 181 potential projects totaling \$2.3 billion. The three Marin projects on the Governor's GO Bond list came from that report. They originally were included as background to the Go California effort that Will Kempton and Sunne Wright-McPeak announced this Summer. ED Steinhauser is working on getting the description changed in a manner that let's TAM and its partners decide locally on how we want to spend the funds. These changes should be made, as Will Kempton and his staff have concurred with the changes.

#### **4. TAM Benefit Options and Human Resources Choices**

Item 4 was eliminated from the agenda.

#### **5. TAM Office Location**

ED Steinhauser discussed and showed a PowerPoint on three top choices for TAM's permanent office space with photos, pricing, and pros and cons of each. She referred the Exec Committee to the staff report attachment, which discusses other spaces investigated as well. After discussing the options, the Executive Committee concurred with the recommendation of the site at 900 4<sup>th</sup> Street, San Rafael, CA and this decision be brought to the TAM Board.

#### **6. Debt and Investment Policy/Financial Advisor Procurement**

ED Steinhauser introduced Nancy Whelan to discuss the draft TAM Debt and Investment policy. Nancy emphasized that the items presented are for information and discussion only at this time. Background was discussed briefly: the Highway 101 Gap Closure project, Segment 4 over Puerto Suello Hill, will be ready for construction funding late this Spring. Landscaping for the entire corridor will begin next year as well. Due to the addition of sound-absorbing material on the soundwall, and the multi-use path adjacent to Hwy 101, as well as general construction cost increases to the highway project, the existing state and regional funds for the Segment 4 project over Puerto Suello Hill will be insufficient to cover the entire updated project cost. Therefore, in order to advertise the project late this Spring, TAM will need to borrow up to \$25 Million in future sales tax revenues. An additional advance of up to \$5 Million may be necessary to construct major roads projects. TAM needs to adopt policy and bring a financial advisor team onboard in order to engage in the necessary debt financing.

TAM currently has financial policies in place, contained in its Administrative Code. However, a thorough debt and investment policy is advisable prior to engaging in formal debt financing. A Financial Advisor needs to be engaged in order to assist TAM in framing policy and effectively managing its debt financing. As envisioned in the TAM Workplan for FY 2005-06, TAM staff are proceeding on the hiring of a Financial Advisor. The Exec Committee was asked to support staff in moving forward on the hiring of a Financial Advisor. Chair Kinsey asked if there is an established set of criteria for selecting a Financial Advisor. ED Steinhauser responded that these were still under development, and would be modeled after experience of other transportation agencies. Other transportation agency CFO's as well as the County Controller would be tapped as part of the selection panel.

Commissioner Breen questioned the term of the contract, 1, 2, or 3 years. ED Steinhauser responded that it was envisioned for 3 years, but can be cancelled if service was inadequate.

The Exec Committee concurred with the recommendation for TAM to proceed with a Request for Qualifications (RFQ) for Financial Advisory Services.

## **7. Measure A, Strategy 4, Crossing Guard Program – Funding and Contract Administration Options**

ED Steinhauser introduced Craig Tackabery to discuss the Crossing Guard Program. The purpose of the discussion was seeking feedback on the approach outlined to implement the program. A number of outstanding issues are still to be decided. The TAM Crossing Guard program will provide trained crossing guards for critical intersections throughout Marin County. The Public Works Directors and the Technical Advisory Committee are to evaluate and prioritize the existing and requested crossing guard locations. Based on this information, they will recommend to the Authority crossing guard locations to be funded under the Crossing Guard program.

As discussed in the Expenditure Plan, the program will use trained crossing guards under contract to a professional company that specializes in crossing guard programs. A single contract with a professional crossing guard firm is envisioned for the program. Under contract to TAM, the selected firm will provide guards at locations recommended by the TAC and MPWA, and approved by the TAM Board.

Craig noted the five major aspects of the program:

1. It is anticipated that TAM will administer the Crossing Guard Program under a single crossing guard contract. TAM will administer the contract, providing oversight to the implementation, and will be responsible for the accountability of the Program. In this role, TAM would monitor the funded crossing guard locations to ensure that they continue to meet the established criteria and evaluate crossing guard locations that may be requested in the future.
2. Once a guard is in place at an approved location, the funding commitment would be for a three year minimum. If the location of the crossing guard is provisional (i.e. part of a pilot program), there would be periodic monitoring of the site. A pilot program may be established when the requested crossing guard location does not fully satisfy "qualifying" criteria established by the MPWA and the TAC in prioritizing the crossing guard locations, but other factors indicate that a crossing guard may potentially be justified.
3. Reassessment of the crossing guard program would be on a three to six year cycle. The reassessment process would be conducted with the MPWA and TAC determining prioritization of the crossing guard locations based on updated traffic and school pedestrian data.
4. For locations that are prioritized as part of the above described process that are currently staffed by volunteers, school employees or other professional (hired) guards, Measure A provides the following:  
"sales tax funds will augment the work that is already being done, making sure that these local funds are put to their best use."  
The resources expended by the volunteer, school employees, or other professional guards, can be redeployed to other locations or to other uses consistent with TAM's overall goal of providing safer access to schools.
5. Other approaches for funding and contract administration for the Program include:

- TAM contracting directly with more than one firm to provide the crossing guards.
- TAM providing funding through funding agreements to one or more local agencies, such as school districts or city police or public works departments, to manage individual programs.

The Exec Committee generally supported the direction of staff. They concurred on not spending the entire amount of funding by significantly lessening the qualifying criteria as a number of schools had not replied to TAM's survey and funds will be needed in the future to add schools as they are made aware of the program or develop needs. Staff agreed to return with additional discussion on this. The Exec Committee requested a list with options for more schools be brought to the next meeting.

#### **8. Open Time for Public Expression**

`There was no further public comment.

*Chair Kinsey adjourned the Executive TAM meeting at 3:25 p.m.*